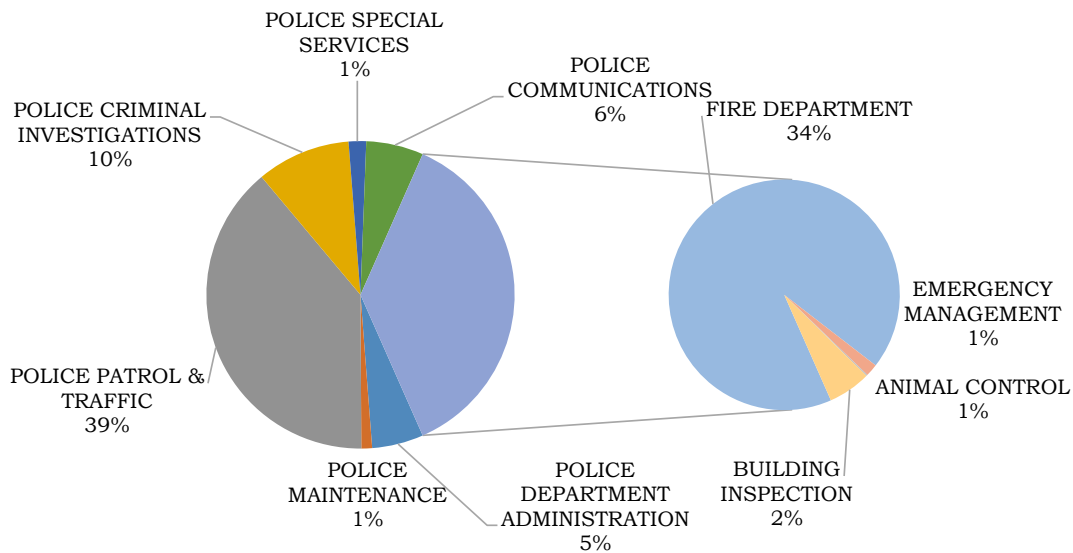


**Program Summaries-  
Public Safety**

**CITY OF BRISTOL, CONNECTICUT  
2017-2018 BUDGET  
GENERAL FUND EXPENDITURE SUMMARY FOR PUBLIC SAFETY**

ORGCODE	DESCRIPTION	2016 ACTUAL EXPENDITURE	2017 ORIGINAL BUDGET	2017 REVISED BUDGET	2018 BUDGET REQUEST	2018 JOINT BOARD
0012110	POLICE DEPARTMENT ADMINISTRATION	\$1,026,822	\$1,279,805	\$1,307,665	\$1,844,235	\$1,324,545
0012111	POLICE MAINTENANCE	232,367	299,685	289,326	289,630	275,130
0012112	POLICE PATROL & TRAFFIC	8,635,417	8,991,320	9,517,520	9,604,175	9,554,175
0012113	POLICE CRIMINAL INVESTIGATIONS	2,282,754	2,186,030	2,314,670	2,440,040	2,415,040
0012114	POLICE SPECIAL SERVICES	851,613	450,000	450,000	450,000	450,000
0012115	POLICE COMMUNICATIONS	1,416,803	1,462,410	1,669,738	1,475,615	1,473,615
0012211	FIRE DEPARTMENT	8,008,154	8,235,175	8,259,785	8,389,365	8,297,610
0012312	ANIMAL CONTROL	145,995	144,980	162,349	157,175	156,175
0012413	EMERGENCY MANAGEMENT	18,019	19,005	19,385	16,475	16,475
0012615	BUILDING INSPECTION	512,433	532,795	532,795	539,340	539,340
<b>TOTAL PUBLIC SAFETY</b>		<b>\$23,130,377</b>	<b>\$23,601,205</b>	<b>\$24,523,233</b>	<b>\$25,206,050</b>	<b>\$24,502,105</b>

**Public Safety Summary 2017-2018**



## **POLICE DEPARTMENT**

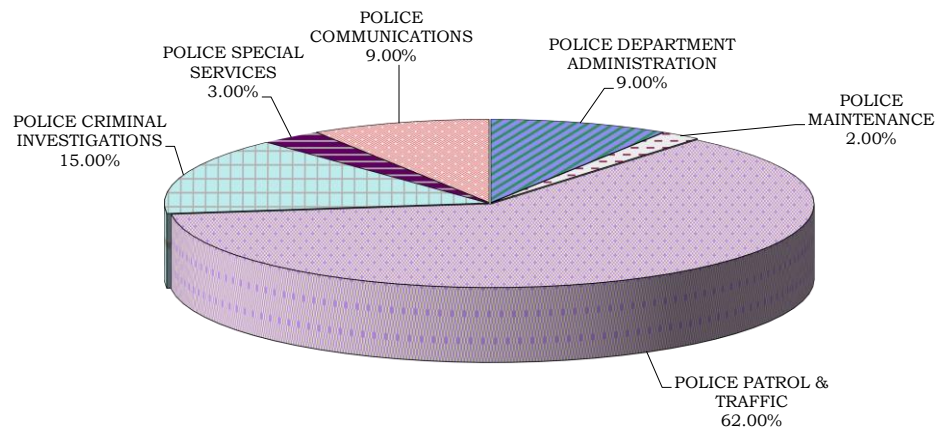
Chief Brian Gould  
131 North Main Street  
860-584-3091  
briangould@bristolct.gov



### **CITY OF BRISTOL, CONNECTICUT 2017-2018 BUDGET GENERAL FUND EXPENDITURE SUMMARY FOR POLICE DEPARTMENT**

<b>ORGCODE</b>	<b>DESCRIPTION</b>	<b>2016 ACTUAL EXPENDITURE</b>	<b>2017 ORIGINAL BUDGET</b>	<b>2017 REVISED BUDGET</b>	<b>2018 BUDGET REQUEST</b>	<b>2018 JOINT BOARD</b>
0012110	POLICE DEPARTMENT ADMINISTRATION	\$1,026,822	\$1,279,805	\$1,307,665	\$1,844,235	\$1,324,545
0012111	POLICE MAINTENANCE	232,367	299,685	289,326	289,630	275,130
0012112	POLICE PATROL & TRAFFIC	8,635,417	8,991,320	9,517,520	9,604,175	9,554,175
0012113	POLICE CRIMINAL INVESTIGATIONS	2,282,754	2,186,030	2,314,670	2,440,040	2,415,040
0012114	POLICE SPECIAL SERVICES	851,613	450,000	450,000	450,000	450,000
0012115	POLICE COMMUNICATIONS	1,416,803	1,462,410	1,669,738	1,475,615	1,473,615
<b>TOTAL POLICE DEPARTMENT</b>		<b>\$14,445,776</b>	<b>\$14,669,250</b>	<b>\$15,548,919</b>	<b>\$16,103,695</b>	<b>\$15,492,505</b>

### **POLICE DEPARTMENT SUMMARY 2017-2018**



## **POLICE DEPARTMENT- ADMINISTRATION**



**Captain Thomas Calvello**

### **Service Narrative**

Among the responsibilities of the Police Department are the prevention of crimes, protection of property and the rights of persons, preservation of the public peace, enforcement of state statutes and city ordinances, apprehending and arresting criminals, administering rescue and life-saving services, regulation of traffic, accident investigation, and management of the State Accreditation process. Police services also include presentation of educational programs, searching for missing children and adults, traffic surveys, checking homes and businesses, and providing assistance and information to local citizens and non-residents. The Administration Division oversees the operations of the police department. It consists of one chief of police, two captains, two civilian administration office staff, and four civilian office personnel who staff the Records Division, handle the department's weekly payroll duties, and assist with preparation of the department's annual budget.

### **Fiscal Year 2017 Major Service Level Accomplishments**

- Provided quality police services while maintaining fiscal oversight.
- Increased community interaction with the continuation of our Community Relations Division.
- Enhanced enforcement of motor vehicle laws and overall traffic safety.
- Successful collaboration with other City departments to ensure that public safety needs were met and address overall quality of life issues.
- Increased Mountain Bike Patrols.
- Added Officers to the Police Motorcycle Unit.
- Neighborhood Watch Program.

**Public Safety - (continued)**

**Fiscal Year 2018 Major Service Level Goals**

- Continue Mountain Bike Patrols in the Downtown areas in spite of difficult economic times.
- Continue to increase Community Policing philosophy throughout all sectors of the Police Department.
- Continue efforts to increase community interaction in spite of difficult economic times. The department hopes to continue youth programs such as the Downtown Youth Basketball League, Roberto Clemente Baseball League, and Neighborhood Watch Programs.
- Collaborate with the Bristol Board of Education concerning school safety initiatives.
- Enhance public safety by enforcement of motor vehicle laws and traffic safety. The Police department recognizes the quality of life issues that are attached to issues such as serious traffic accidents, DUI, speeding, and road design.
- Continue project to replace traffic signs with retro-reflectivity signs so that signs are more visible to motorists and to comply with Federal Traffic Safety rules.
- Installation of traffic detection devices at intersections to improve traffic flow.
- As the downtown revitalization project continues to evolve, the Police Department will continue to work closely with other city departments to ensure public safety needs are met.

**Long Terms Goals**

- Regain normal staffing levels to better serve the public and to reduce overtime expenditures.
- Continuation of the State Accreditation process.
- Maintain the highest level of public confidence in the department via consistent professional job performance by employees.



## **Police Department- Records Division & Technology Unit**



**Lieutenant Michael Duval**

### **Service Narrative**

The Records Division maintains, disseminates and disposes of Bristol Police Department records. Various areas of responsibilities within the division include the following tasks related to police reports; processing, filing, and retrieval of reports, records retention and destruction, fulfilling subpoena requests and Freedom of Information requests pursuant to current FOI laws. Electronic and paper record files are updated based on court dispositions. Records Division staff responsibilities also include financial components such as payroll processing, burglar alarm accounting, billing and notice of violation mailings, parking ticket entry and accounting. Overdue alarm accounts are referred to Corporation Counsel. The staff also respond to walk-in requests for information, distribute pistol permits, and provide criminal background checks to those who request them for employment and housing purposes. The Records Division is also responsible for the collection of statistical crime data that is forwarded to the State of Connecticut's Uniform Crime Reporting program.

The court liaison officer enters court issued protective and restraining orders and released parolees into the in-house system on a daily basis. The officer processes arrest warrants, transmits case files among various courts, enters court issued arrest warrants into the NCIC and COLLECT systems and tracks warrants served by the police department. The court liaison officer also delivers requested materials to both adult and juvenile courts.

The Technology Unit is responsible for supporting, developing and updating technology throughout the police department. Areas of responsibility include the support and maintenance of Computer Aided Dispatch (CAD), Records Management Systems (RMS), maintaining video surveillance software and the card key access system. Installation and maintenance of computers, printers and other technology equipment is performed by the technology staff. The computer server room is monitored by staff and portable radios are maintained, programmed and sent for repair by the Technology Unit. The Body Worn Camera program is maintained by the unit. Staff also act as technology liaison between the Bristol Police Department and other City departments.

**Program Summaries-  
Public Safety**

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**Public Safety - (continued)****Fiscal Year 2017 Accomplishments**

- Established integration of Axon body worn camera footage with CAD/RMS
- Upgraded storage for in-house surveillance to ensure 30 days retention
- Enabled officers to have keycard access to City Hall
- Upgraded servers
- Utilize web based document management system

**Fiscal Year 2018 Major Service Level Goals**

- Card Key Access to schools
- Update GIS mapping to include Police Department zones for use with CAD
- Update Mobile CAD to web based version

**Long Term Goals**

- Remain up to date with current software and hardware by monitoring emerging trends in the industry.
- Evaluate benefits of having records scanned in lieu of off-site storage

**Performance Measures****Quantitative:**

	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder	3	2	3	0	1
Rape	22	11	10	11	11
Robbery	53	45	35	41	23
Aggravated Assault	26	19	23	27	22
Burglary	360	310	336	231	184
Larceny	1,081	1,170	1091	874	660
Motor Vehicle Theft	70	99	89	122	110
Arson	7	6	6	0	0

**Accident and Motor Vehicle Enforcement**

	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Accident Reports	1,909	1,839	1,869	1,901	1,843
Property Damage Accidents	1,654	1,396	1,506	1,455	1,414
Injury Accidents	408	440	362	411	424
Fatal Accidents	3	3	1	5	5
Arrests Motor Vehicle	2,545	2,718	1,742	3,208	3,137
Written Warnings	3,905	3,180	3,548	3,189	2,649

**Program Summaries-  
Public Safety**

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**Public Safety - (continued)**

**Parking Tickets**

	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>
Tickets Issued	2,478	1,969	1,556	2,391	2,445
Amount Collected	\$61,301	\$46,435	\$39,380	\$53,740	\$58,270

**Arrest Warrant Report**

	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Misdemeanors	254	220	272	507	492
Felonies	222	215	236	401	289
Total Warrants Served	476	435	508	908	781

**Alarm Collections**

	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>
Alarm Fines Collected	\$21,210	\$20,285	\$19,080	\$17,195	\$11,430
Unpaid Fines	\$4,770	\$6,750	\$9,475	\$16,045	\$19,015
Alarms Responded to	1,607	1,686	1,883	1,561	1,568

**Expenditure and Position Summary**

	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Budget</b>
Salary Expenditures	\$666,376	\$779,230	\$799,380
Full time Positions	10	10	10



**Officer at work**

**Program Summaries-  
Public Safety**

**Public Safety - (continued)**

**Budget Highlights**

**0012110 POLICE ADMINISTRATION**

OBJECT	PROJECT	DESCRIPTION	2016 ACTUAL EXPENDITURE	2017 ORIGINAL BUDGET	2017 REVISED BUDGET	2018 BUDGET REQUEST	2018 JOINT BOARD
<b>SALARIES</b>							
514000		REGULAR WAGES	\$657,469	\$763,445	\$765,480	\$786,630	\$786,630
515100		OVERTIME	7,966	10,000	10,000	10,000	9,000
517000		OTHER WAGES	941	3,750	3,750	3,750	3,750
<b>TOTAL SALARIES</b>			<b>\$666,376</b>	<b>\$777,195</b>	<b>\$779,230</b>	<b>\$800,380</b>	<b>\$799,380</b>
<b>CONTRACTUAL SERVICES</b>							
522100		CLOTHING ALLOWANCE- LOCAL 754	\$120,220	\$131,700	\$131,700	\$146,795	\$146,795
522300		UNION CONTRACT RESPONSIBILITY	14	200	200	200	200
531000		PROFESSIONAL FEES AND SERVICES	18,401	31,430	31,430	33,710	33,710
531050		TEST FEES	0	1,750	1,750	1,750	1,750
541000		PUBLIC UTILITIES	21,545	27,000	27,000	25,000	25,000
542140		REFUSE	84	250	250	200	200
543000		REPAIRS AND MAINTENANCE	13,398	106,720	106,720	108,820	106,820
544400		RENTS AND LEASES	7,965	8,675	8,675	8,675	8,675
553000		TELEPHONE	30,749	28,000	28,000	28,000	28,000
553100		POSTAGE	2,016	3,000	3,000	2,700	2,700
554000		TRAVEL REIMBURSEMENT	404	100	100	100	100
555000		PRINTING AND BINDING	6,436	5,500	5,500	5,500	5,500
581120		CONFERENCES AND MEMBERSHIPS	4,533	5,910	5,910	6,160	6,160
581135		SCHOOL AND EDUCATION	64,986	66,960	66,960	66,960	66,960
<b>TOTAL CONTRACTUAL SERVICES</b>			<b>\$290,751</b>	<b>\$417,195</b>	<b>\$417,195</b>	<b>\$434,570</b>	<b>\$432,570</b>
<b>SUPPLIES AND MATERIALS</b>							
561800		PROGRAM SUPPLIES	\$56,175	\$78,615	\$78,615	\$86,295	\$86,295
569000		OFFICE SUPPLIES	4,900	6,800	6,800	6,300	6,300
<b>TOTAL SUPPLIES AND MATERIALS</b>			<b>\$61,075</b>	<b>\$85,415</b>	<b>\$85,415</b>	<b>\$92,595</b>	<b>\$92,595</b>
<b>CAPITAL OUTLAY</b>							
570400	16049	MACH EQUIP	\$6,681	\$0	\$9,654	\$0	\$0
570900	13043	KEY SYSTEM	1,939	0	16,171	0	0
579999		EQUIPMENT	0	0	0	516,690	0
<b>TOTAL CAPITAL OUTLAY</b>			<b>\$8,620</b>	<b>\$0</b>	<b>\$25,825</b>	<b>\$516,690</b>	<b>\$0</b>
<b>TOTAL POLICE DEPT. ADMINISTRATION</b>			<b>\$1,026,822</b>	<b>\$1,279,805</b>	<b>\$1,307,665</b>	<b>\$1,844,235</b>	<b>\$1,324,545</b>

**Board of Police Commissioners**

Chairman Ken Cockayne, Mayor  
Edward D'Amato Sr.  
Eric Schwab  
David Maikowski  
Robert Moreau  
Jodi Zils Gagne, Council Member  
Kevin Fuller

**Board of Finance Liaison**

Cheryl Thibeault

**Term Expires**

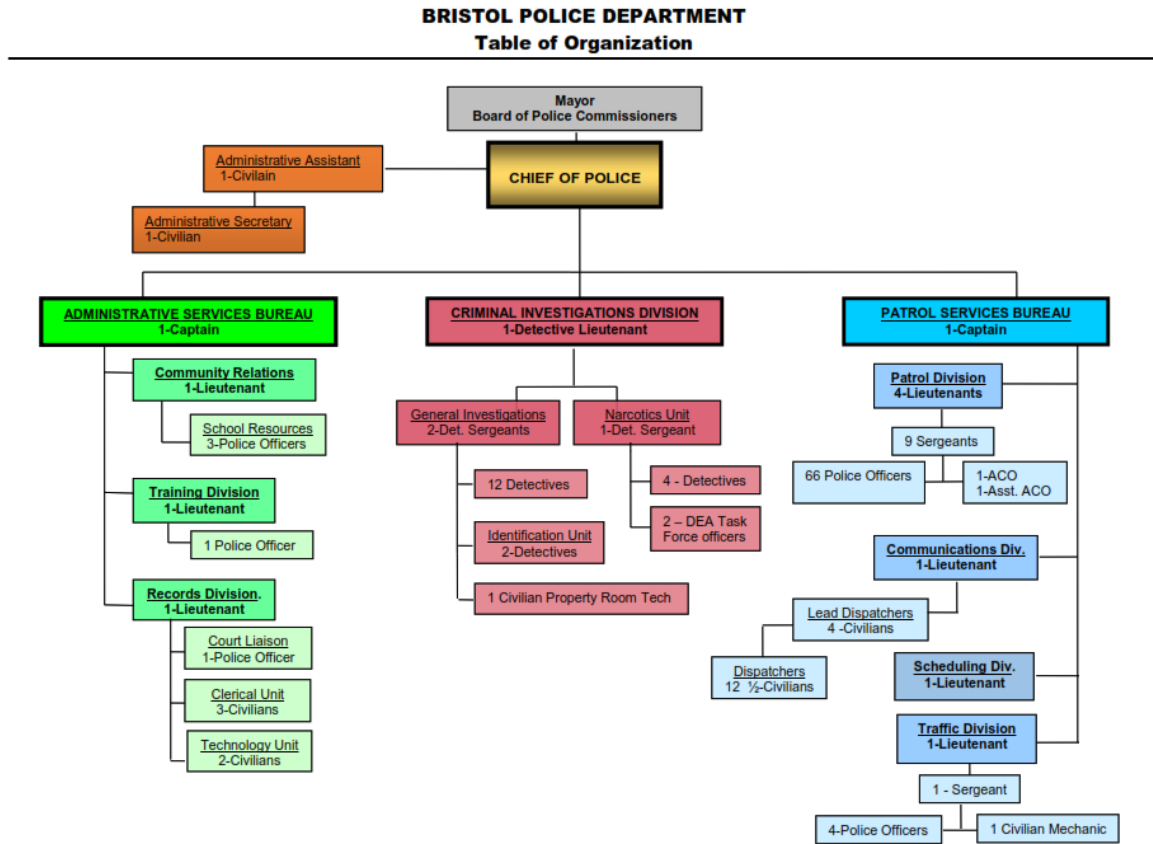
11/2017  
12/2018  
12/2018  
12/2018  
12/2017  
12/2017  
12/2019

06/2017



Public Safety - (continued)

Organizational Chart



## **POLICE DEPARTMENT- MAINTENANCE**

### **Service Narrative**

The Traffic Maintenance Unit is staffed with one full time civilian. Duties include repair and preventive maintenance to police vehicles, repair and replace regulatory signage throughout the city, and minor repairs to traffic control signals. The unit also assists with street closures during special events such as parades, road races, and car shows.

### **Fiscal Year 2017 Major Service Level Accomplishments**

- Installed Radar blinker Signs
- Implemented a key management system for the police fleet

### **Fiscal Year 2018 Major Service Goals**

- To ensure public safety, continue to maintain traffic control signals and signs throughout the city.
- Install vehicle detection cameras at all local signalized intersections

### **Long Term Goals**

- Replace aging equipment in traffic control boxes
- Obtain easy mountable portable speed signs to replace speed trailer

### **Expenditure and Position Summary**

	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Budget</b>
Salary Expenditures	\$53,374	\$48,826	\$59,130
Full time Positions	1	1	1

### **Budget Highlights**

**0012111 POLICE MAINTENANCE**

OBJECT	PROJECT	DESCRIPTION	2016 ACTUAL EXPENDITURE	2017 ORIGINAL BUDGET	2017 REVISED BUDGET	2018 BUDGET REQUEST	2018 JOINT BOARD
<b>SALARIES</b>							
514000		REGULAR WAGES	\$45,057	\$50,935	\$40,576	\$50,880	\$50,880
515100		OVERTIME	7,341	7,000	7,000	7,000	7,000
517000		OTHER WAGES	976	1,250	1,250	1,250	1,250
		<b>TOTAL SALARIES</b>	<b>\$53,374</b>	<b>\$59,185</b>	<b>\$48,826</b>	<b>\$59,130</b>	<b>\$59,130</b>
<b>CONTRACTUAL SERVICES</b>							
543000		REP & MAINT	\$400	\$0	\$0	\$0	\$0
543100		MOTOR VEHICLE SERVICE AND REPAIRS	38,081	44,500	54,500	44,500	40,000
		<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$38,481</b>	<b>\$44,500</b>	<b>\$54,500</b>	<b>\$44,500</b>	<b>\$40,000</b>
<b>SUPPLIES AND MATERIALS</b>							
561400		MAINTENANCE SUPPLIES	\$6,291	\$12,000	\$12,000	\$12,000	\$10,000
562600		MOTOR FUELS	116,788	140,000	140,000	130,000	130,000
563000		MOTOR VEHICLE SERVICE	2,027	23,000	13,000	23,000	15,000
563100		TIRES, TUBES, CHAINS, ETC	15,406	21,000	21,000	21,000	21,000
		<b>TOTAL SUPPLIES AND MATERIALS</b>	<b>\$140,512</b>	<b>\$196,000</b>	<b>\$186,000</b>	<b>\$186,000</b>	<b>\$176,000</b>
		<b>TOTAL POLICE DEPT. MAINTENANCE</b>	<b>\$232,367</b>	<b>\$299,685</b>	<b>\$289,326</b>	<b>\$289,630</b>	<b>\$275,130</b>

## **POLICE DEPARTMENT- PATROL & TRAFFIC**



**Captain Edward Spyros**

### **Service Narrative**

The Patrol Division is the largest division within the Police Department and is responsible for all uniformed patrol activities within the City of Bristol. The majority of officers are assigned to the Patrol Division, including lieutenants, sergeants and patrol officers. This division is fully staffed around the clock.

The basic Patrol Division duties and responsibilities are:

- To deter crime.
- To protect and serve the community.
- To keep peace.
- To provide round-the-clock patrols of the city.
- To be first responders to calls for service.
- To enforce criminal laws, city ordinances and motor vehicle laws.
- To provide assistance, information or referrals if needed.
- To represent a positive and professional image of the City of Bristol.
- To promote trust, cooperation and respect for the Bristol Police Department within the community.
- To arrest criminal offenders.
- To conduct preliminary investigations at accidents and crime scenes.

Upon graduation from the Police Academy, all officers begin their careers in the Patrol Division.

The Patrol Division is directly responsible for the day-to-day services provided to citizens within the 27 square miles of Bristol. The officers enforce all local ordinances and state laws involving motor vehicle violations and criminal offenses. Public safety is the foremost responsibility of the Bristol Police Department's Patrol Division. The Patrol Division is the most visible to the public as they respond to a wide variety of complaints. On average, the Police Department responds to over 60,000 calls for service each year.

One of the most frequent calls for service is a medical emergency. All officers are trained as Emergency Medical Responders (EMR), and carry oxygen and Automatic External Defibrillators (AED) in their cruisers. Many officers are assigned to "directed patrols" in various areas of the city. These can include anything from traffic enforcement to monitoring the activities of drug offenders. In addition to directed patrols, officers can

**Public Safety - (continued)**

be assigned to a cruiser, foot patrol, bike patrol or the newly created Police Motorcycle Unit to monitor their area of the city. Special police units are also assigned to assist the Patrol Division. These include Code Enforcement, Canine (K9), Central Region Emergency Response Team (CRERT) and the Serious Traffic Accident Reconstruction Team (START).

The men and women of the Bristol Police Department's Patrol Division are the first line of defense in the fight against crime. Their professionalism and diligence helps to improve the quality of life in the City of Bristol.

The Traffic Division falls under the Patrol Services Bureau and plays a major role in the operation of the Bristol Police Department (BPD). Six (6) full time police officers are assigned to this division. The goal of the Traffic Division is to reduce traffic crashes and injuries throughout the city. While proactive police enforcement is a tool for helping to achieve this goal, voluntary compliance from the public is the ultimate goal.

The basic Traffic Division duties and responsibilities are:

- To oversee the BPD Motorcycle Unit.
- To perform daily traffic law enforcement duties by conducting visible radar enforcement singularly or in conjunction with Patrol Division.
- To identify traffic safety issues in local neighborhoods and serve as the Legal Traffic Authority within the City of Bristol.
- To investigate vehicular and pedestrian traffic on city roads and rights of way and advise and recommend to the Board of Police Commissioners possible infrastructure, personnel and operation improvements that may enhance the safety of motorists and pedestrians.
- To prioritize and coordinate traffic law enforcement efforts by members of the patrol division on all shifts to ensure the department is effectively meeting the needs of the community.
- To coordinate and/or establish public awareness campaigns and educational programs in conjunction with the National Highway Traffic Safety Administration; Governor's Highway Safety Bureau; and Mothers Against Drunk Driving to enhance traffic safety including but not limited to programs to encourage the use of safety belts and child safety seats as well as programs designed to discourage drunk driving, underage drinking, and road rage incidents.
- To schedule and oversee placement of the Speed Monitoring Awareness Trailer obtained by the department as a traffic calming device and review data recorded by the traffic statistics computer to prioritize locations for targeted enforcement.
- To develop and oversee traffic plans and control for special events as directed by the Chief of Police.
- To conduct periodic inspections of roadways which have a high accident frequency to facilitate safety improvements.
- To ensure proper warning signs, parking restrictions and posted speed zoning is maintained.
- To ensure proper maintenance and certification of traffic enforcement equipment (radar units, breath testing equipment) is conducted.
- To oversee the Police Mountain Bike Patrol program.
- To perform other duties related to the department's traffic safety programs as required by the Chief of Police, including but not limited to researching grant opportunities and technology to enhance traffic safety in the community.

**Public Safety - (continued)**

The traffic officers receive advanced training in areas such as accident investigation and reconstruction, DWI enforcement and photography. The officers make use of laser units for speed enforcement and the radar speed trailer to give drivers instant feedback on how fast they are traveling. Computerized equipment is used to reconstruct accident scenes and plot accident diagrams. The Serious Traffic Accident Reconstruction Team (START) is a unit with the Traffic Division. Members of this unit respond to crashes where a serious injury or fatality has occurred. These members also have specialized training in accident investigation and reconstruction. Traffic officers are also trained in the installation of child safety seats.

**Fiscal Year 2017 Major Service Level Accomplishments**

- Effective deployment of available resources.
- Identified and maintained optimal response times for high priority calls for service.
- Identified crime trends and target locations with heavy demand for service in an effort to prevent/deter future crime, i.e. Rockwell Park, West End, Bicycle Patrols.
- Served numerous arrest warrants and worked with other law enforcement agencies.
- Built and grew relationships with the community of Bristol through Community Relations Division.
- Ensured that investigations/arrests resulted in criminal prosecutions wherever possible working with other Law Enforcement Agencies as well as the State's Attorney's Office.
- Obtained grant funding for Driving Under the Influence (DUI) enforcement.
- Participated in "Click it or Tick it" seatbelt enforcement.
- Obtained grant funding for cell phone and texting enforcement.
- Continued sponsorship of Bristol Police Explorer Scouts, a division of the Boy Scouts of America.

**Fiscal Year 2018 Major Service Goals**

- Continue to enhance the safety of our community.
- Increase staffing to full authorized level.
- Continue to promote a proactive, innovative and efficient organization.
- Continue to grow and enhance community and stakeholder partnerships.
- Continue to obtain grant funding to assist in furthering the Department's mission.

**Long Term Goals**

- Protect and serve the community with integrity and professionalism.
- Increase staffing levels and ensure efficient deployment commensurate with responsibilities within the City of Bristol.
- Maintain communication and a positive image with community groups and the public.
- Re-evaluate and continue to improve upon major service goals and accomplishments.

**Program Summaries-  
Public Safety**

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**Public Safety - (continued)**

**Performance Measures**

**Quantitative:**

<b>Accident and Motor Vehicle Enforcement</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Accident Reports	1,869	1,901	1,843
Property Damage Accidents	1,506	1,455	1,414
Injury Accidents	362	411	424
Fatal Accidents	1	5	5
Arrests Motor Vehicle	1,742	3,208	3,137
Written Warnings	3,548	3,189	2,649

**Expenditure and Position Summary**

	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Budget</b>
Salary Expenditures	\$8,635,417	\$9,517,520	\$9,554,175
Full time Positions	95	95	95

**Budget Highlights**

**0012112 POLICE PATROL & TRAFFIC**

<b>OBJECT</b>	<b>PROJECT</b>	<b>DESCRIPTION</b>	<b>2016 ACTUAL EXPENDITURE</b>	<b>2017 ORIGINAL BUDGET</b>	<b>2017 REVISED BUDGET</b>	<b>2018 BUDGET REQUEST</b>	<b>2018 JOINT BOARD</b>
<b>SALARIES</b>							
514000		REGULAR WAGES	\$6,647,141	\$6,891,320	\$7,296,820	\$7,384,175	\$7,384,175
515100		OVERTIME	1,357,363	1,400,000	1,482,400	1,500,000	1,450,000
517000		OTHER WAGES	630,913	700,000	738,300	720,000	720,000
<b>TOTAL SALARIES</b>			<b>\$8,635,417</b>	<b>\$8,991,320</b>	<b>\$9,517,520</b>	<b>\$9,604,175</b>	<b>\$9,554,175</b>
<b>TOTAL POLICE PATROL &amp; TRAFFIC</b>			<b>\$8,635,417</b>	<b>\$8,991,320</b>	<b>\$9,517,520</b>	<b>\$9,604,175</b>	<b>\$9,554,175</b>

## **POLICE DEPARTMENT- CRIMINAL INVESTIGATION**



**Detective Lieutenant Kevin Morrell**

### **Service Narrative**

The Criminal Investigation Division (CID) is comprised of 18 detectives, 3 Detective Sergeants and 1 Detective Lieutenant, who is the Commander of the Division. In addition there is 1 Civilian assigned to CID as the Evidence and Property Technician. CID is divided into 4 different units: General Investigations, Cyber Crime Unit (CCU), Narcotics Enforcement Team (NET), and Evidence Collection Unit (ECU). The main function of CID is to provide investigative assistance on cases that cannot be fully investigated by the uniformed patrol officer. This allows the patrol officer to return to regular duties and community policing initiatives sooner while enhancing the quality of the investigations. Detectives assigned to CID have received specialized training in specific areas of criminal investigation. CID investigations include burglaries, robberies, serious assaults, sexual assaults, untimely or suspicious deaths, murders, arsons, computer crimes, vice and illegal drug activity.

### **Fiscal Year 2017 Major Service Level Accomplishments**

- Major improvements have been made to the Evidence and Property Room. The civilian hired to manage this area has done a great job in returning property to its owners and disposing of other property as ordered by the courts. There is now room in the once over crowded vault. The vault is now neat and organized.
- The detectives that once managed the Evidence and Property Room were relieved of this duty once the civilian took over. These detectives have been able to devote more time and attention to their primary duties of evidence collection and crime scene processing. This has allowed us to do more in house processing and rely less relying on outside agencies for assistance.
- During fiscal year 2017 CID returned to full staffing in CID which allowed the opportunity to reassign a detective from General Investigation to the Narcotics Enforcement Team. This move allowed the Department to better address the drug problems and high number of heroin/fentanyl overdose cases.
- There continues to be a higher than normal volume of pistol permit applications. This has become a full-time duty of a detective. Previous improvements to this process continue to make it more efficient, but it remains a strain on the division.

**Public Safety - (continued)**

**Fiscal Year 2018 Major Service Level Goals**

- To work with other local, state and federal agencies to reduce the number of heroin/fentanyl overdose deaths in the city.
- As the next phase to revamp the property/evidence room we will purchase and install new evidence storage lockers.
- Expand the number of Detectives to be trained in Crime Scene Processing.
- Continue to increase training of detectives in areas to include but not limited to; Cyber Crimes, Fraud, Crime Scene Management, Child Sexual Assault Investigations, Sexual Assault Investigations, Financial Crimes, and legal updates.

**Long Term Goals**

- To increase the staffing levels in CID.
- Create a new civilian position to process pistol permit applications. This will allow us to further streamline the process while allowing us to reassign a detective to focus on solving crime.
- To create a Crime Suppression/Vice Unit to work in conjunction with NET. This new unit would take volunteers from the Patrol Force to work with NET and be supervised by the Detective Sergeant assigned to NET.
- To create a crime scene processing team to include patrol officers and detectives with an interest and aptitude for this type of work. The selected volunteers for this team will receive advanced training in this area. They will be utilized to process the more complicated crime scenes. The team concept will provide a wider pool of investigators to be called in to process scenes. We will strive to achieve the training and expertise to process all major crime scenes and no longer have to rely on an outside agency
- To provide additional training to detectives so that they can become specialists in specific areas of investigation such as, Child Sexual Assault, Sexual Assault, Financial Crimes, Identity Theft and Arson.

**Expenditure and Position Summary**

	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Budget</b>
Salary Expenditures	\$2,282,754	\$2,314,670	\$2,415,040
Full time Positions	21	21	21



**Bike Patrol**



**Program Summaries-  
Public Safety**

**Public Safety - (continued)**

**Budget Highlights**

**0012113 POLICE CRIMINAL INVESTIGATIONS**

OBJECT	PROJECT	DESCRIPTION	2016 ACTUAL EXPENDITURE	2017 ORIGINAL BUDGET	2017 REVISED BUDGET	2018 BUDGET REQUEST	2018 JOINT BOARD
<b>SALARIES</b>							
514000		REGULAR WAGES	\$1,694,445	\$1,666,135	\$1,764,175	\$1,810,040	\$1,810,040
515100		OVERTIME	424,372	350,000	370,600	450,000	425,000
517000		OTHER WAGES	163,937	169,895	179,895	180,000	180,000
<b>TOTAL SALARIES</b>			<b>\$2,282,754</b>	<b>\$2,186,030</b>	<b>\$2,314,670</b>	<b>\$2,440,040</b>	<b>\$2,415,040</b>
<b>TOTAL CRIMINAL INVESTIGATIONS</b>			<b>\$2,282,754</b>	<b>\$2,186,030</b>	<b>\$2,314,670</b>	<b>\$2,440,040</b>	<b>\$2,415,040</b>

**POLICE DEPARTMENT- SPECIAL SERVICES**

**Service Narrative**

The Police Department Special Services account facilitates activities outside the normal routine patrol and criminal investigations. It was established to account for private vendors who hire police officers to perform various activities such as directing traffic at road construction sites and assisting at community functions such as parades, carnivals, and bazaars.

The costs of all services performed under the Special Services Account are reimbursed to the City along with a 15% surcharge.

The revenues received exceed the costs associated with the services provided. The revenue side can be found within the "Operating Budget Summary" tab.

**Budget Highlights**

**0012114 POLICE SPECIAL SERVICES**

OBJECT	PROJECT	DESCRIPTION	2016 ACTUAL EXPENDITURE	2017 ORIGINAL BUDGET	2017 REVISED BUDGET	2018 BUDGET REQUEST	2018 JOINT BOARD
<b>SALARIES</b>							
515118		POLICE SPECIAL SERVICES	\$851,613	\$450,000	\$450,000	\$450,000	\$450,000
<b>TOTAL SALARIES</b>			<b>\$851,613</b>	<b>\$450,000</b>	<b>\$450,000</b>	<b>\$450,000</b>	<b>\$450,000</b>
<b>TOTAL POLICE SPECIAL SERVICES</b>			<b>\$851,613</b>	<b>\$450,000</b>	<b>\$450,000</b>	<b>\$450,000</b>	<b>\$450,000</b>

## **POLICE DEPARTMENT- COMMUNICATIONS**



**Lieutenant Mark Morello**

### **Service Narrative**

The basic function of the Bristol Police Department Communications Division is to answer calls for service from the general public or sworn personnel, dispatch the appropriate resources, and satisfy the immediate information needs of Emergency Service Personnel while they carry out their duties.

### **Fiscal Year 2017 Major Service Level Accomplishments**

- Completed majority of new Motorola P25 Phase 2 citywide digital public safety radio system. With full implementation slated for August 8, 2017 including the addition of a 5<sup>th</sup> dispatch position and ergonomic consoles and seating.

### **Fiscal Year 2018 Major Service Level Goals**

- Implementing Priority Dispatch police protocols for the Communications Division.
- Adding a Communications Center Training and Quality Assurance position.

### **Long Term Goals**

Our long term goal within the Communications Division is to create a quality assurance and training position which will help to ensure we are providing our employees and the community they serve the highest level of training and service possible.

### **Expenditure and Position Summary**

	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Budget</b>
Salary Expenditures	\$1,192,889	\$1,192,465	\$1,198,715
Full time Positions	17.5	17.5	17.5

**Program Summaries-  
Public Safety**

**Public Safety - (continued)**

**Performance Measures**

	2012	2013	2014	2015	2016
Number of 911 Calls	24,616	24,315	24,404	26,609	23,860
Calls for Service	65,736	58,409	61,860	59,746	52,447



**Budget Highlights**

**0012115 POLICE COMMUNICATIONS**

OBJECT	PROJECT	DESCRIPTION	2016 ACTUAL EXPENDITURE	2017 ORIGINAL BUDGET	2017 REVISED BUDGET	2018 BUDGET REQUEST	2018 JOINT BOARD
<b>SALARIES</b>							
514000		REGULAR WAGES	\$891,958	\$903,120	\$907,320	\$912,570	\$912,570
515100		OVERTIME	206,871	190,000	191,000	190,000	190,000
515200		PART TIME	19,391	21,145	21,145	21,145	21,145
517000		OTHER WAGES	74,669	73,000	73,000	75,000	75,000
<b>TOTAL SALARIES</b>			<b>\$1,192,889</b>	<b>\$1,187,265</b>	<b>\$1,192,465</b>	<b>\$1,198,715</b>	<b>\$1,198,715</b>
<b>CONTRACTUAL SERVICES</b>							
522100		CLOTHING ALLOWANCE	\$4,986	\$5,615	\$5,615	\$5,780	\$5,780
531000		PROFESSIONAL FEES	0	800	800	800	800
531140		TRAINING	4,934	5,145	23,522	5,145	5,145
541000		PUBLIC UTILITIES	14,781	20,000	20,000	18,000	17,000
543000		REPAIRS AND MAINTENANCE	184,975	202,180	202,180	206,705	205,705
553000		TELEPHONE	4,887	5,000	5,000	5,000	5,000
554000		TRAVEL REIMBURSEMENT	720	500	500	500	500
555000		PRINTING AND BINDING	61	150	150	150	150
562300		GENERATOR FUEL	0	1,250	1,250	1,250	1,250
570920		CAPITAL	5,290	31,685	215,436	31,685	31,685
581120		CONFERENCES AND MEMBERSHIPS	187	1,120	1,120	385	385
<b>TOTAL CONTRACTUAL SERVICES</b>			<b>\$220,821</b>	<b>\$273,445</b>	<b>\$475,573</b>	<b>\$275,400</b>	<b>\$273,400</b>
<b>SUPPLIES</b>							
561800		PROGRAM SUPPLIES	\$2,627	\$500	\$500	\$500	\$500
569000		OFFICE SUPPLIES	466	1,200	1,200	1,000	1,000
<b>TOTAL SUPPLIES</b>			<b>\$3,093</b>	<b>\$1,700</b>	<b>\$1,700</b>	<b>\$1,500</b>	<b>\$1,500</b>
<b>TOTAL POLICE COMMUNICATIONS</b>			<b>\$1,416,803</b>	<b>\$1,462,410</b>	<b>\$1,669,738</b>	<b>\$1,475,615</b>	<b>\$1,473,615</b>

## **FIRE DEPARTMENT**

Chief Jay Kolakoski  
Office: (860) 584-7964  
181 North Main Street  
[jaykolakoski@bristolct.gov](mailto:jaykolakoski@bristolct.gov)



### **Bristol Fire Department Mission Statement:**

*"To deliver highly professional fire, rescue and lifesaving services to the City of Bristol in a courteous and respectful manner with pride and integrity."*

### **Service Narrative**

The Bristol Fire Department has had the honor and privilege of providing fire and rescue services to the City of Bristol for over 150 years. The Firefighters and staff are dedicated to providing the highest level of services to the City, its citizens and visitors in the most efficient manner by using the most current practices of emergency service delivery. This is accomplished by attending advanced training and through the use of up-to-date equipment. Much of the training is accomplished by the firefighters while they are off duty, or by using their vacation time. This is just one example of the dedication that the Fire Department and its members has for the community.

The Fire Department serves the community from five strategically located fire stations, housing five engine companies and one ladder company. Eighty line personnel are assigned to four platoons to maintain a shift strength of 20 Firefighters, including Officers and a Shift Commander. These line personnel respond to all calls for service, both emergency and non-emergency. Calls for service can be as simple as a smoldering mulch pile, or as complex as a structure fire in a multiple family residence with people trapped inside. There are many other types of incidents that the Fire Department responds to including technical rescues involving high-angle rope rescues, confined space incidents and vehicle/machinery extrications. Firefighters also respond to service calls from citizens involving non-emergency situations. For example, water leaks, CO incidents, and electrical problems are just some of the less emergent calls for service that the Department responds to.

**Public Safety - (continued)**

Staff personnel are assigned to the Fire Prevention, Training, and Mechanical Divisions as well as to Administration. The overall operation of the Department is administered by the Fire Chief with the aid of an Administrative Assistant. Responsibilities include budget preparation, program development, and oversight of subordinate divisions. The Fire Prevention Division is led by the Fire Prevention Officer and staffed by three Fire Investigators along with a part-time principle clerk. The Training Division, located at Station 4, is overseen by the Drill Master whose responsibility includes the maintenance of the personnel skills and certifications, as well as ensuring the completion of mandated training and new training development. The Fire Equipment Technician oversees the Mechanical Division and is responsible for overall maintenance and repairs to all (24) vehicles, emergency equipment, and dozens of pieces of other service related equipment.

**The Bristol Fire Department consists of six companies located as follows:**

Tower 1 - 181 North Main Street  
Engine Co. 1 - 181 North Main Street  
Engine Co. 2 - 151 Hill Street  
Engine Co. 3 - 81 Church Avenue, Forestville  
Engine Co. 4 - 17 Vincent P. Kelly Road  
Engine Co. 5 - 285 Mix Street

**The Bristol Fire Department also operates the following reserve apparatus:**

Engine 6      Engine 7      Engine 8      Tower 2

**The following support vehicles are used by the Fire Department:**

Fire 1 - Chief	Fire 7 - Fire Inspector
Fire 2 - Deputy Chief	Service 1 - Mechanical Division
Fire 3 - Fire Marshal	Brush 1 - Brush Truck
Fire 5 - Fire Inspector	Training 1 - Drill Master/Training Officer
Fire 6 - Fire Inspector	

**Fiscal Year 2017 Major Service Level Accomplishments**

- Class A burn facility completed
- Funding secured for new pumping apparatus
- Strategic and long-range planning reevaluation initiated
- Free smoke detector installation program initiated
- Instituted a more aggressive cancer awareness and prevention program
- Established a Peer Support Team
- Accelerated the 5-year replacement program for personal protection equipment

**Fiscal Year 2018 Major Service Level Goals**

- Continue to obtain needed funding for apparatus replacement
- Continue to pursue station renovations and associated funding
- Continue to develop a more aggressive cancer prevention program
- Establish a suggested career development path for personnel
- Establish a structured orientation and training program for new Officers
- Establish a formal mentoring program for new Firefighters

**Public Safety - (continued)**

**Long Term Goals**

- Establish training and educational path for promotion and personal growth
- Establish a health and wellness initiative that aligns with the International Association of Fire Fighters/International Association of Fire Chiefs Wellness Fitness Initiative
- Begin operation as supplemental medical first responder

**Training Division**

**Service Narrative**

The Bristol Fire Department continued to make training one of the top priorities for the department. This was challenging this year due to the station 4 building project. Starting off the year with the relocation of station 4 during construction and limited use of the drill field posed some unique challenges for the department. Special thanks to various city departments (Water Department, Board of Education, Parks Department and Public Works) for their help and for the use of their properties during construction at station 4.

Firefighter development through numerous training classes and drills throughout the year were very successful. Continued emphasis on safety during training garnered only three reported injuries during training in 2016.

During the year community outreach and safety training was conducted for classes in fire extinguisher operation and cardiopulmonary resuscitation training classes.

The Bristol Fire Department conducted training covering 3,439 separate classes as single and multiple company training. Some of the training classes covered include:

- Facepiece fit testing
- Blood borne pathogens refresher
- Confined space rescue
- Lock out/tag out procedures
- Ice rescue/cold water rescue
- Firefighter safety and survival drill
- Mayday procedures
- SCBA drills
- Facility tours of ESPN, Water Department, Board of Ed. etc.
- Hose advancement
- Pumping drills
- Revolve-Air compressor training SCBA
- Driver qualification program
- Emergency bail outs
- CP-17 command vehicle driver check off
- Live burn training
- Forcible entry training, breaching concrete
- Vehicle extrication
- Vehicle stabilization
- Extinguisher demonstration
- Drafting/static water supply, pump testing
- Incident command refresher

**Public Safety - (continued)**

The Bristol Fire Department has made a serious commitment to training for the future with the construction of a new training classroom at station 4 and the construction of a new class A burn facility. This new burn facility and training tower is equipped with two class A burn rooms on different floors, various movable wall panels, confined space training prop, roof cutout prop, bail out prop and 3 story training tower. These features will allow for various different configurations of the building for live fire training and a multitude of other fire service related evolutions. These new facilities will allow the Bristol Fire Department to offer the most realistic training and continue to do so in the future as the Department places a high priority on training.





### **Fire Prevention Division/Fire Marshal's Office**



*"The Bristol Fire Marshal's Office is committed to protecting the lives and property of our citizens and visitors through effective fire prevention, investigation, and public education and safety inspection programs."*

### **Service Narrative**

The Fire Prevention Division/Fire Marshal's Office is located at Central Fire Headquarters. Staff members include the Fire Marshal and three Fire Inspectors, trained and certified by the State of Connecticut as Fire Inspectors and Fire Investigators, and a part-time Principal Clerk. The division is a local extension of the State Fire Marshal's Office, responsible for the enforcement of many of the sections found in Title 29 Chapter 541 of the Connecticut General Statutes (CGS).

There are numerous codes endorsed under the provision of these statutes, including the Connecticut State Fire Safety Code (CSFSC) and the Connecticut State Fire Prevention Code (CSFPC). The codes cover all occupancies except one and two-family dwellings and premises used for manufacturing. Utilizing a systematic review of building plans and specifications, a detailed inspection and abatement process, and permitting, we guide property owners through the process and enable them to achieve compliance with the state regulated codes.

The division is governed by a prescribed inspection schedule contained within the CGS and local ordinances. A few examples of permitted spaces or occupancies include Assembly areas, especially those serving alcoholic beverages; Educational facilities; Health Care occupancies, including Residential Board and Care; Group Homes; and Day-Care/Summer Camp facilities. Permits are also issued for the storage and use of flammable or combustible liquids and gases within the city limits. The division records and maintains case files relevant to the properties under our jurisdiction for the life of the building, regardless of any occupancy change.

We regulate the issuance of permits to qualified license holders for the use, transportation, and storage of explosives within the city to assure compliance with State Explosives Regulations. We also conduct site inspections of all fireworks and special effects displays within the city for compliance with applicable State legislation, and make the determination of the amount of fire protection needed to be on site during a public display. The use of larger tents and other portable structures for special events are regulated through the Connecticut State Fire Safety Code (CSFSC), and are within our authority.



**Public Safety - (continued)**

In addition, the office is responsible for investigating the origin, cause, and circumstance of all fires and explosions within the jurisdiction, as required by the Office of the State Fire Marshal. The process includes collecting and analyzing data at the scene and interpreting those findings in an organized and constructive manner in order to prevent future occurrences. We commonly work with local, state, and private authorities as necessary to evaluate and validate those findings.

The Division coordinates and conducts Public Fire and Life Safety Education programs to at-risk or target groups, in particular school age children, at least annually or as requested by civic or community groups for older adults. Promotional material, including flyers, pamphlets, and novelty items are used to reinforce the safety messages being delivered. The “Hap” Barnes Fire Safety Trailer, which is used as an interactive learning center for children to visualize and “practice” what they have learned during the programs, is made available in the spring and autumn seasons for three week periods.

Other duties include the administration and retention of required documentation regarding manufacturing employer hazardous materials notification, in accordance with SARA-Tier II reporting. The collection and revision of reportable quantities of stored chemicals within the city are updated annually with the cooperation of our local business owners and manufacturers.

The Fire Marshal’s Office has initiated a Smoke Alarm/Carbon Monoxide Alarm Installation and Education Program that will run through August of 2018. The impetus for this program derives from the recommendations made in the 2014 Community Risk Assessment for Bristol Fire Operations. The department received a grant through the Federal Emergency Management Agency to pay for the purchase of the ten-year battery life devices. The program is open to all Bristol residents inhabiting single and two-family homes, built or renovated prior to 1986, when wired devices were statutorily required.

The staff of the Fire Marshal’s Office are required to attend schools, seminars, lectures, and training opportunities sponsored by the Connecticut State Fire Academy (CSFA) and /or the Department of Administrative Services (DAS) Office of Education and Data Management (OEDM). This educational commitment allows us to keep abreast of any code changes, updated regulations, policies, or procedures, and the use of available technology to remain accredited and certified by the State Fire Marshal as Fire Inspectors and Fire Investigators.

Other duties include the administration and retention of required documentation regarding manufacturing employer hazardous materials notification, in accordance with SARA-Tier II reporting. The collection and revision of reportable quantities of stored chemicals within the city are updated annually with the cooperation of our local business owners.

The staff is required to attend schools, seminars, and training opportunities sponsored by the Connecticut State Fire Academy (CSFA) and/or the Office of Education and Data Management (OEDM) to keep abreast of any code changes, new regulations, and available technology to remain accredited and certified by the State Fire Marshal.

## **Mechanical Division**

*The mission of the Mechanical Division is to proactively hold the entire fleet of the Bristol Fire Departments emergency apparatus in a constant state of readiness through a regular preventative maintenance schedule, and professionally maintain and service all vehicles and equipment.*



**Listed below are just some of the equipment that is maintained through the Mechanical Division:**

- The motorized fleet consists of 8 Class A pumpers, 2 100' Tower Ladders, 1 Medium Duty Rescue style truck, 11 Staff/Support vehicles, 1 Hazardous-Materials Trailer, and 1 Mass Decontamination Trailer. All vehicles are annually serviced and inspected, along with monthly brake inspections.
- Small emergency equipment consists of 5 complete sets of gasoline powered "Jaws of Life" systems, 18 chain saws, roof ventilation saws, and generators.
- The lawn care equipment consists of 41 lawn mowers, string trimmers, leaf blowers, snow blowers, etc.
- 22 gas detection meters including multi-gas detection and gas specific meters, all which require calibration
- Water mitigation equipment consists of approximately 28 gasoline centrifugal pumps, electrical sump style pumps, and back pack suction pumps.
- S.C.B.A. equipment consists of 48 air packs, 4 escape packs, 2 R.I.T. packs, 1 mobile air supply car, 2 pack trackers and all related face pieces, etc.

**Listed below are items that fall under the regulations of NFPA, and tested on their required timelines. They are scheduled, documented, and tracked through the Mechanical Division:**

- Annual aerial and ground ladder testing by third party.
- Quarterly air analysis and system check for SCBA filling compressor by third party.
- Annual fire pump testing done in house.
- Annual fire hose testing done in house.
- Annual SCBA air pack flow testing.
- 5 year hydro-static flow testing for SCBA bottles.

**Program Summaries-  
Public Safety**

**Public Safety - (continued)**

**Performance Measures**

**Quantitative:**

**BRISTOL FIRE DEPARTMENT ACTIVITY REPORT**

<b>ACTIVITY</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Structure Fires	144	125	59	124	124
Highway Vehicle Fires	29	21	20	17	27
Outside of Structure Fires	26	16	17	20	12
Brush /Grass/Wild land Fires	37	17	14	52	60
Rubbish/Dumpster Fires	28	26	25	23	31
All Other Fires	3	5	7	5	12
Rescue/EMS Response	97	46	88	182	362
False Alarms	389	414	423	400	471
Mutual Aid	1	2	1	0	6
Hazardous Materials Response	127	132	138	185	144
Other Hazardous Conditions	588	540	506	538	409
All Other Responses	750	723	792	813	723
<b>TOTAL</b>	<b>2,219</b>	<b>2,067</b>	<b>2,090</b>	<b>2,359</b>	<b>2,381</b>

**Expenditure and Position Summary**

	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Budget</b>
Salary Expenditures	\$7,525,149	\$7,779,895	\$7,814,155
Full Time Positions	88	88	88



**Program Summaries-  
Public Safety**

**Public Safety - (continued)**

**Budget Highlights**

**0012211 FIRE DEPARTMENT**

OBJECT	PROJECT	DESCRIPTION	2016 ACTUAL EXPENDITURE	2017 ORIGINAL BUDGET	2017 REVISED BUDGET	2018 BUDGET REQUEST	2018 JOINT BOARD
<b>SALARIES</b>							
514000		REGULAR WAGES	\$5,761,706	\$5,953,805	\$5,955,645	\$5,975,345	\$5,975,345
515100		OVERTIME	1,365,449	1,377,220	1,377,220	1,393,000	1,390,000
515200		PART TIME WAGES	13,618	17,115	17,115	18,495	18,495
517000		OTHER WAGES	\$384,376	\$429,915	\$429,915	\$430,315	\$430,315
<b>TOTAL SALARIES</b>			<b>\$7,525,149</b>	<b>\$7,778,055</b>	<b>\$7,779,895</b>	<b>\$7,817,155</b>	<b>\$7,814,155</b>
<b>CONTRACTUAL SERVICES</b>							
522300		UNION CONTRACT RESPONSIBILITIES	\$744	\$400	\$400	\$400	\$400
531000		PROFESSIONAL FEES AND SERVICES	49,848	41,900	41,900	34,200	34,200
541000		PUBLIC UTILITIES	42,399	40,000	40,000	41,120	41,120
541100		WATER AND SEWER CHARGES	5,975	6,100	6,100	6,600	6,600
542140		REFUSE	186	250	250	250	250
542500		LAUNDRY AND LINEN	1,839	1,900	1,900	1,900	1,900
543000		REPAIRS AND MAINTENANCE	35,127	42,000	42,000	43,000	43,000
543100		MOTOR VEHICLE SERVICE AND REPAIR	53,707	65,000	72,800	63,000	63,000
553000		TELEPHONE	8,254	10,900	12,900	10,900	10,900
553100		POSTAGE	1,311	1,500	1,500	1,500	1,500
554000		TRAVEL REIMBURSEMENT	0	100	100	100	100
555000		PRINTING AND BINDING	300	1,500	1,500	1,500	1,500
581120		CONFERENCES AND MEMBERSHIPS	2,887	3,300	2,300	3,300	3,300
581135		SCHOOLING AND EDUCATION	22,747	27,000	25,400	27,000	25,000
<b>TOTAL CONTRACTUAL SERVICES</b>			<b>\$225,324</b>	<b>\$241,850</b>	<b>\$249,050</b>	<b>\$234,770</b>	<b>\$232,770</b>
<b>SUPPLIES AND MATERIALS</b>							
561400		MAINTENANCE SUPPLIES AND MATERIALS	\$5,463	\$6,000	\$7,000	\$7,000	\$7,000
561800		PROGRAM SUPPLIES	54,240	78,145	78,145	91,945	91,945
561805		FIRE PREVENTION DIVISION	6,442	6,500	6,500	6,500	6,500
561806		TRAINING DIVISION	6,500	6,500	6,500	6,500	6,500
561807		MECHANICAL DIVISION	1,955	2,000	2,000	2,000	2,000
562100		HEATING OIL	14,368	13,825	13,825	15,000	15,000
562200		NATURAL GAS	6,651	15,500	15,500	19,500	19,500
562300		GENERATOR FUEL	905	2,000	2,000	2,000	2,000
562600		MOTOR FUELS	27,065	22,700	22,700	24,100	24,100
563000		MOTOR VEHICLE PARTS	10,477	9,000	11,500	11,000	11,000
563100		TIRES	8,768	9,000	9,000	9,000	9,000
569000		OFFICE SUPPLIES	1,590	1,600	1,600	1,600	1,600
<b>TOTAL SUPPLIES AND MATERIALS</b>			<b>\$144,424</b>	<b>\$172,770</b>	<b>\$176,270</b>	<b>\$196,145</b>	<b>\$196,145</b>
<b>CAPITAL OUTLAY</b>							
570400	16006	RADIOS	\$26,725	\$0	\$0	\$0	\$0
570400	16011	ROLL RACK	8,195	0	0	0	0
570400	16016	TOOLBOX	5,947	0	0	0	0
570410		SCBA REPLACEMENT	0	0	0	6,240	6,240
570900	16007	BATTERIES	2,160	0	0	0	0
570900	16008	SCBA CYLD	8,500	0	0	0	0
570900	16009	HELMETS	14,339	0	0	0	0
570900	16010	GAS METERS	5,350	0	0	0	0
570900	16012	PROJECTOR	740	0	0	0	0
570900	16013	CODEBOOK	1,030	0	1,970	0	0
570900	16014	MINICUTTER	1,450	0	0	0	0
570900	16015	AREA LIGHT	1,535	0	0	0	0
570900	16017	SUB PUMP	1,998	0	0	0	0
570900	16019	CYAN METER	1,250	0	0	0	0
570902		ANNUAL LOOSE EQUIP. REPLACEMENT	1,193	2,000	10,500	2,000	2,000
570903		ANNUAL HOSE REPLACEMENT	2,731	5,000	5,000	5,000	5,000
570910		METERING EQUIPMENT	2,621	1,500	3,100	2,500	2,500
570915		ANNUAL BUNKER GEAR REPLACEMENT	27,493	34,000	34,000	38,800	38,800
579999		EQUIPMENT	0	0	0	86,755	0
<b>TOTAL CAPITAL OUTLAY</b>			<b>\$113,257</b>	<b>\$42,500</b>	<b>\$54,570</b>	<b>\$141,295</b>	<b>\$54,540</b>
<b>TOTAL FIRE DEPARTMENT</b>			<b>\$8,008,154</b>	<b>\$8,235,175</b>	<b>\$8,259,785</b>	<b>\$8,389,365</b>	<b>\$8,297,610</b>

## Program Summaries- Public Safety

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### Public Safety - (continued)

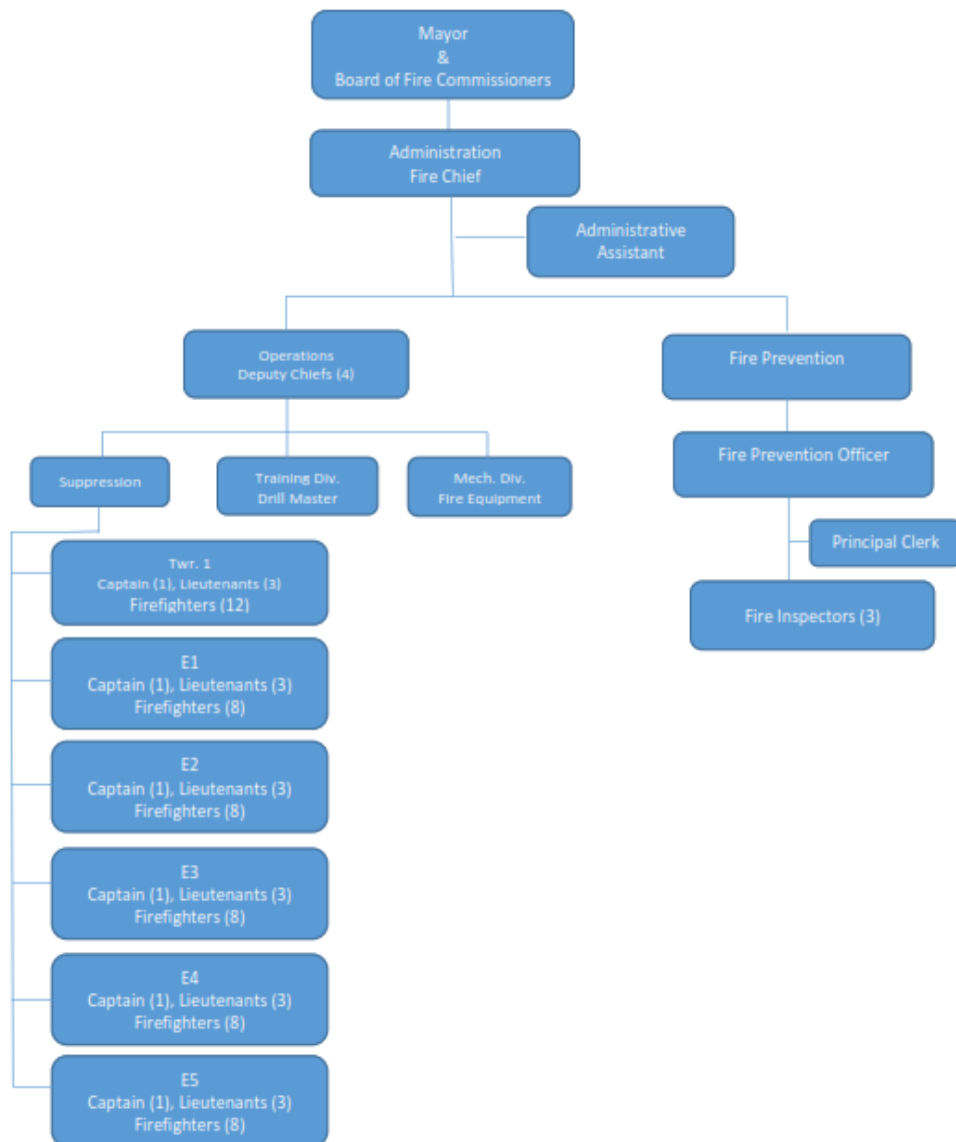
#### **Board of Fire Commissioners:**

Mayor Ken Cockayne, Chairman  
Sara Mangiafico  
David Preleski  
Donald G. Goranson, Jr.  
Barbara O'Neill  
Greg Boulanger  
Sean Moore

#### **Expiration of Term:**

11/2017  
01/2020  
11/2017  
01/2018  
01/2018  
01/2019  
01/2019

### Organizational Chart



## **ANIMAL CONTROL**



**ACO Brian Skinner**

### **Service Narrative**

The Animal Control Officer operates the City's domestic animal and wild life control and protection program. The purpose is to provide responsive, efficient and high quality animal care and control services that preserves and protects public and animal safety.

Included in the Animal Control budget are the costs associated with the operation of the dog pound located on Vincent P. Kelly Road. Bristol's two Animal Control Officers are responsible for enforcing domestic animal and wild life regulations.

### **Fiscal Year 2017 Major Service Level Accomplishments**

- Increased dog owners' awareness of laws and ordinances and reduced violations.
- Installed new sanitary equipment, updated kennels and received dog beds via donations.
- Facilitated the safe return of lost pets.
- Provided a safe, comfortable environment for lost or abandoned animals.
- Facilitated adoptions.
- Enforced the laws related to Animal Control.
- Acted as the Rabies Control Authority for the City of Bristol.
- Partnered with the Friends of the Bristol CT Animal Shelter Inc.

### **Fiscal Year 2018 Major Service Level Goals**

- Continue to increase dog owners' awareness of laws and ordinances to reduce violations.
- Continue to facilitate the safe return of lost pets.
- Continue to provide a safe, comfortable environment for lost or abandoned animals.
- Continue to facilitate adoptions.
- Continue to enforce the laws related to Animal Control.
- Continue to act as the Rabies Control Authority for the City of Bristol.
- Continue partnership with the Friends of the Bristol CT Animal Shelter Inc.

**Program Summaries-  
Public Safety**

**Public Safety - (continued)**

**Performance Measures**

**Quantitative:**

	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>
Roaming Dog	361	305	311	276	274
Barking Dog	91	91	86	65	62
Animal Bites	81	28	40	33	38
Miscellaneous	2,942	2,630	2,427	2,356	2,274
Rabies	26	21	32	35	21
Dead Animals Disposed of	353	300	246	293	368
Total # Calls For Service	3,854	3,375	3,142	3,058	3,037
# Animals Impounded	215	167	182	148	149
# Animals Euthanzied by Vet	15	1	8	7	3

**Expenditure and Position Summary**

	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Budget</b>
Salary Expenditures	\$133,169	\$136,040	\$140,375
Full time Positions	2	2	2

**Budget Highlights**

**0012312 ANIMAL CONTROL**

<b>OBJECT</b>	<b>PROJECT</b>	<b>DESCRIPTION</b>	<b>2016 ACTUAL EXPENDITURE</b>	<b>2017 ORIGINAL BUDGET</b>	<b>2017 REVISED BUDGET</b>	<b>2018 BUDGET REQUEST</b>	<b>2018 JOINT BOARD</b>
<b>SALARIES</b>							
514000		REGULAR WAGES	\$108,579	\$105,530	\$111,740	\$116,875	\$116,875
515100		OVERTIME	15,873	13,500	14,300	14,500	13,500
517000		OTHER WAGES	8,717	10,000	10,000	10,000	10,000
		<b>TOTAL SALARIES</b>	<b>\$133,169</b>	<b>\$129,030</b>	<b>\$136,040</b>	<b>\$141,375</b>	<b>\$140,375</b>
<b>CONTRACTUAL SERVICES</b>							
522100		CLOTHING ALLOWANCE L754	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
531000		PROFESSIONAL FEES AND SERVICES	4,141	5,000	15,359	5,000	5,000
541000		PUBLIC UTILITIES	2,048	2,400	2,400	2,400	2,400
541100		WATER AND SEWER CHARGES	534	850	850	700	700
557700		ADVERTISING	217	400	400	400	400
562200		NATURAL GAS	3,324	4,000	4,000	4,000	4,000
581135		SCHOOLING AND EDUCATION	150	300	300	300	300
		<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$12,414</b>	<b>\$14,950</b>	<b>\$25,309</b>	<b>\$14,800</b>	<b>\$14,800</b>
<b>SUPPLIES AND MATERIALS</b>							
561400		MAINTENANCE SUPPLIES	\$412	\$500	\$500	\$500	\$500
561800		PROGRAM SUPPLIES	0	500	500	500	500
		<b>TOTAL SUPPLIES AND MATERIALS</b>	<b>\$412</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>
		<b>TOTAL ANIMAL CONTROL</b>	<b>\$145,995</b>	<b>\$144,980</b>	<b>\$162,349</b>	<b>\$157,175</b>	<b>\$156,175</b>



## **EMERGENCY MANAGEMENT**

Harland Graime, Director  
(860) 866-7262  
harleygraime@bristolct.gov



**CERT Team**

### **Service Narrative**

The Emergency Management Office exists to formulate plans for the protection of the public in the event of large scale, natural or man-made disasters. The office prepares survival plans which may be used in the event of a natural or man-made disaster, for the administration of training programs for protection and survival, and for the provision, inspection maintenance and operation of emergency facilities, equipment, personnel and communications.

### **Fiscal Year 2017 Major Service Level Accomplishments**

In November in response to the Governor's request for upgraded emergency preparedness, city departments participated in the State Emergency Planning Preparedness Initiative (EPPI) one day exercise combining weather and community resiliency situations. Department heads from all affected departments/agencies assembled and responded to our Emergency Operations Center (EOC). In complying with state requirements, the City's Emergency Operations Plan (EOP) was updated and submitted to the State and all required departments. Our Functional Needs Working Group, formed to assist this population in case of future emergencies, continues to operate. The Bristol Senior Center, our primary emergency shelter, has not been needed during the past year. We have been fortunate during the past year to withstand a winter without using this shelter. We did provide necessary warming and cooling shelters when faced with long term temperature extremes. We used the Bristol Library for two nights in December 2016 in accordance with the Governor's issuance of his Cold Weather Protocol and at the Mayor's request. The Bristol CERT members responded with two overnight shelters for members of the Bristol community. The Emergency Management Department continued the FEMA STEP Program educating over 600 5<sup>th</sup> graders in the school system on emergency preparedness. In September in conjunction with National Preparedness month, we provided emergency preparedness programs to the four Bristol Housing Authority facilities. The department also participated in the



**Public Safety - (continued)**

renewal of the city's HEARTSafe community status promoting education in First Aid and CPR and supplied an AED unit for City Hall. The Director was selected to serve on the State Citizen Corps Council and represents the City at CRCOG, NVCOG and CREPC meetings.

**Fiscal Year 2018 Major Service Level Goals**

We anticipate participating again in the statewide EPPI exercise weather related drill next Fall. We will work closely with local first responders in any city emergency or disaster. We will continue to upgrade the EOC with additional equipment and be prepared for any eventual emergency. We also look to creating an alternate EOC in the city should the main EOC be non-operative. This department, in conjunction with the Bristol CERT, will support cooling and warming centers and provide sheltering when requested. The Director will maintain liaison with state DESPP/DEMHS officials to provide the city with the latest training available. We are extending our community outreach to civic, religious and community groups for education in emergency preparedness and sheltering through our participation in the Capitol Region CERT Ambassador Program. Our initiative with the FEMA directed STEP Program for teaching emergency preparedness in all 5<sup>th</sup> grade Bristol schools will continue during the school year.

The City is very fortunate to continue to have an active and dedicated Community Emergency Response Team (CERT). The department works very closely with them to define and formulate their Standard Operating Procedures (SOP) relative to how they interface with the City's Emergency Response Plan and public service agencies. They will participate in the 2017 CRCOG National Preparedness Initiative in September. In the past year CERT members have volunteered over 1200 hours of service to the city and participated in 31 civic and community events as well as emergency activation for EOC drills, operations, training and sheltering. For more information and/or involvement in CERT, check this department's listing on the City's web page or their web page at [www.bristolcert.com](http://www.bristolcert.com). It is a continuing goal to form a Medical Reserve Corps (MRC) of volunteer medically trained professionals to assist with medical and public health emergencies and situations which will enhance the City's ability to care for and service the needs of the community.

**Expenditure and Position Summary**

	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Budget</b>
Salary Expenditures	\$7,129	\$7,485	\$7,475
Part-time Positions	1	1	1

**Program Summaries-  
Public Safety**

**Public Safety - (continued)**

**Budget Highlights**

**0012413                    EMERGENCY MANAGEMENT**

<b>OBJECT</b>	<b>PROJECT</b>	<b>DESCRIPTION</b>	<b>2016 ACTUAL EXPENDITURE</b>	<b>2017 ORIGINAL BUDGET</b>	<b>2017 REVISED BUDGET</b>	<b>2018 BUDGET REQUEST</b>	<b>2018 JOINT BOARD</b>
<b>SALARIES</b>							
515200		PART TIME	\$7,129	\$7,105	\$7,485	\$7,475	\$7,475
		<b>TOTAL SALARIES</b>	<b>\$7,129</b>	<b>\$7,105</b>	<b>\$7,485</b>	<b>\$7,475</b>	<b>\$7,475</b>
<b>CONTRACTUAL SERVICES</b>							
553000		TELEPHONE	\$1,764	\$2,400	\$2,400	\$2,000	\$2,000
553100		POSTAGE	0	100	100	100	100
554000		TRAVEL REIMBURSEMENT	661	800	800	800	800
581120		CONFERENCES AND MEMBERSHIPS	199	300	300	300	300
		<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$2,624</b>	<b>\$3,600</b>	<b>\$3,600</b>	<b>\$3,200</b>	<b>\$3,200</b>
<b>SUPPLIES AND MATERIALS</b>							
561800		PROGRAM SUPPLIES	\$2,259	\$4,000	\$4,000	\$3,000	\$3,000
569000		OFFICE SUPPLIES	293	400	400	400	400
		<b>TOTAL SUPPLIES AND MATERIALS</b>	<b>\$2,552</b>	<b>\$4,400</b>	<b>\$4,400</b>	<b>\$3,400</b>	<b>\$3,400</b>
<b>MISCELLANEOUS</b>							
570400	16019	TRAILER	\$3,667	\$0	\$0	\$0	\$0
570400	17001	COMPUTER UPGRADE	0	1,500	1,500	0	0
561825		CERT	2,047	2,400	2,400	2,400	2,400
		<b>TOTAL CAPITAL OUTLAY</b>	<b>\$5,714</b>	<b>\$3,900</b>	<b>\$3,900</b>	<b>\$2,400</b>	<b>\$2,400</b>
		<b>TOTAL EMERGENCY MANAGEMENT</b>	<b>\$18,019</b>	<b>\$19,005</b>	<b>\$19,385</b>	<b>\$16,475</b>	<b>\$16,475</b>

**BUILDING INSPECTION**

Guy Morin, Chief Building Official  
(860) 584-6215  
guymorin@bristolct.gov

**Service Narrative**

The Building Inspection Department is responsible for the public safety, health and welfare for people who live, work, and play in the City of Bristol. Whether in homes, offices, schools, stores, factories, or places of entertainment, people rely on the safety of the structures that surround them in their everyday lives. This is accomplished by enforcing the current prevailing building codes, zoning regulations, ordinances, and statutes adopted by the City of Bristol and the State of Connecticut.

The Building Inspection Department performs many functions, including the review of permit applications and construction plans, issue permits, conduct inspections, and issue certificates of occupancy, use, and completion. The department also responds to emergency situations such as fires, floods, damaged structures, etc., and any occurrence that affects the integrity of a structure. Enforcement relationships have been enhanced between the department and the Police Department, Public Works Department, Health District, by the development and participation in the Code Enforcement Committee. The Building Department has the leading role of enforcing anti-blight and property maintenance violations under the direction of Mayor Cockayne.

**Public Safety - (continued)**

**Fiscal Year 2017 Major Service Level Accomplishments**

- Maintained a high level of customer service to residents and contractors
- Continued the property maintenance enforcement with the hiring of a part time code enforcement inspector
- Continued to refine the website to provide more efficient permitting

**Fiscal Year 2018 Major Service Level Goals**

- Continue to work efficiently with the building department staff by expanding the training of inspectors to allow for cross training.
- Continue the use of credit card payments for permits and upgrade the accounting process including hardware.
- Continue to expand the information available to our customers on the existing website regarding building codes, zoning regulations and code enforcement issues

**Performance Measures**

**Quantitative:**

<b>Activity</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
Building/Mechanical Permits Issued	3,092	3,369	3,078
Value of Construction	\$38,330,232	\$76,440,263	\$46,789,780
Actual Revenue Collected	\$569,895	\$940,743	\$1,068,202

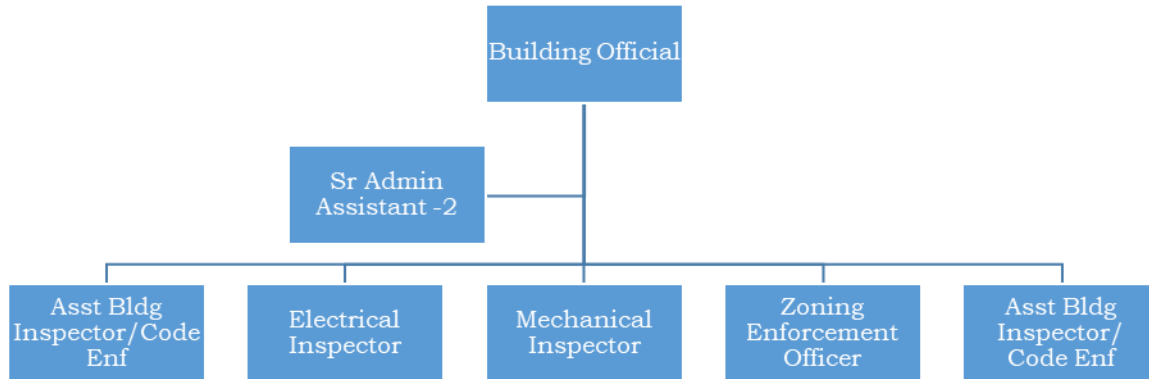
**Expenditure and Position Summary**

	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Budget</b>
Salary Expenditures	\$500,666	\$515,360	\$526,215
Full Time Positions	8	8	8

**Program Summaries-  
Public Safety**

**Public Safety - (continued)**

**Organizational Chart**



**Budget Highlights**

**0012615 BUILDING INSPECTION**

OBJECT	PROJECT	DESCRIPTION	2016 ACTUAL EXPENDITURE	2017 ORIGINAL BUDGET	2017 REVISED BUDGET	2018 BUDGET REQUEST	2018 JOINT BOARD
<b>SALARIES</b>							
514000		REGULAR WAGES	\$498,115	\$509,170	\$497,370	\$516,855	\$516,855
515100		OVERTIME WAGES	2,551	3,265	12,265	4,895	4,895
517000		OTHER WAGES	0	5,725	5,725	4,465	4,465
<b>TOTAL SALARIES</b>			<b>\$500,666</b>	<b>\$518,160</b>	<b>\$515,360</b>	<b>\$526,215</b>	<b>\$526,215</b>
<b>CONTRACTUAL SERVICES</b>							
543000		REPAIRS AND MAINTENANCE	\$0	\$150	\$150	\$150	\$150
543100		MOTOR VEHICLE SERVICE AND REPAIR	996	485	1,735	500	500
553000		TELEPHONE	3,829	4,520	4,520	4,000	4,000
553100		POSTAGE	1,329	1,100	1,100	1,100	1,100
555000		PRINTING AND BINDING	389	500	500	500	500
557700		ADVERTISING	0	100	100	100	100
581120		CONFERENCES AND MEMBERSHIPS	1,235	2,030	2,030	1,475	1,475
<b>TOTAL CONTRACTUAL SERVICES</b>			<b>\$7,778</b>	<b>\$8,885</b>	<b>\$10,135</b>	<b>\$7,825</b>	<b>\$7,825</b>
<b>SUPPLIES AND MATERIALS</b>							
561800		PROGRAM SUPPLIES	\$183	\$1,000	\$1,000	\$500	\$500
562600		MOTOR FUELS	3,255	4,000	4,000	4,000	4,000
563100		TIRES, TUBES, CHAINS, ETC	0	200	1,750	200	200
569000		OFFICE SUPPLIES	550	550	550	600	600
<b>TOTAL SUPPLIES AND MATERIALS</b>			<b>\$3,988</b>	<b>\$5,750</b>	<b>\$7,300</b>	<b>\$5,300</b>	<b>\$5,300</b>
<b>TOTAL BUILDING INSPECTION</b>			<b>\$512,432</b>	<b>\$532,795</b>	<b>\$532,795</b>	<b>\$539,340</b>	<b>\$539,340</b>